

Workshops

December 2014

★ **Spanish Fork Employment Center**
1185 N. Chappel Dr. • Spanish Fork
801-794-6627 - Noelle Leiser

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
December 1 December 15	9:30 AM–12:00 PM 9:30 AM–12:00 PM
INTERVIEWING SKILLS:	
December 2 December 16	9:30 AM–12:00 PM 9:30 AM–12:00 PM
OPEN RESUMÉ AND INTERVIEW LAB:	
December 1 - Resumé December 3 - Interview December 15 - Resumé December 17 - Interview	1:00 PM–3:00 PM 10:00 AM–11:00 AM 1:00 PM–3:00 PM 10:00 AM–11:00 AM
JOB SEARCHING WITH TECHNOLOGY:	
December 4 December 18	9:30 AM–11:00 AM 9:30 AM–11:00 AM
NETWORKING STRATEGIES:	
December 4 December 18	11:00 AM–12:00 PM 11:00 AM–12:00 PM
*SKILLS IDENTIFICATION:	
December 11	11:00 AM–12:00 PM
EMPLOYMENT ESSENTIALS:	
December 5 December 19	9:00 AM–12:00 PM 9:00 AM–12:00 PM
*LINKEDIN #1:	
December 8 December 22	9:30 AM–10:30 AM 10:00 AM–12:00 PM
*LINKEDIN #2:	
December 10 December 24	10:30 AM–12:00 PM 10:00 AM–12:00 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

OPEN RESUMÉ AND INTERVIEW LAB: Come prepared and dressed for a mock interview and get additional resumé help.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

SKILLS IDENTIFICATION:
 Use online tools to discover transferable skills and interests that you can use in all aspects of career management.
**Register first at jobs.utah.gov.*

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.
**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.
**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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December 2014 (continued)

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JOB LINK	
December 2	8:30 AM–9:30 AM
December 4	8:30 AM–9:30 AM
December 9	8:30 AM–9:30 AM
December 11	8:30 AM–9:30 AM
December 16	8:30 AM–9:30 AM
December 18	8:30 AM–9:30 AM
December 23	8:30 AM–9:30 AM
December 30	8:30 AM–9:30 AM
Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
December 9	10:00 AM–11:00 AM
December 23	10:00 AM–11:00 AM
ASSERTIVE COMMUNICATION	
December 9	11:00 AM–12:00 PM
December 23	11:00 AM–12:00 PM
WORK SUCCESS ORIENTATION - OPEN:	
December 1	8:30 AM–9:00 AM
December 8	8:30 AM–9:00 AM
December 15	8:30 AM–9:00 AM
December 22	8:30 AM–9:00 AM
December 29	8:30 AM–9:00 AM

JOB LINK: Build your search network, learn job search strategies and get job search support.

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

WORK SUCCESS ORIENTATION - OPEN: Orientation for customers who wish to participate in our intensive 2-4 week job search program, Work Success. Public welcome.

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